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Executive Registry

69-5613

10 November 1969

ED/S 69-5132

MEMORANDUM FOR: Deputy Director for Support

Bob:

As you know, I had intended to discuss Fiscal Year 1970 personnel ceilings with you at our Deputies Meeting on 12 November. Unfortunately, I have had to cancel the meeting. I do not feel we should delay further, however, in advising components of their 30 June 1970 ceilings.

I had expected to review with you in some detail the rationale in arriving at these ceilings, and I will be glad to do so at our next meeting. In the interim, suffice it to say our approach was simply to project our attrition based on our actuarial experience and to control the ceiling by limiting the number of new employees who could be entered on duty. I think a more detailed explanation will satisfy each of you that you got a fair shake.

We allowed for new EOD's as follows:



25X1

L. K. White

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Info Registry

69-5580/2

10 NOV 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Personnel Reductions

1. As you know, the Bureau of the Budget has established an employment ceiling for the Agency of [ ] to be achieved by 30 June 1970. This constitutes a 2-1/2% reduction [ ] during the current fiscal year, and informally we have been advised that another 2-1/2% reduction will be imposed next fiscal year.

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25X1

2. Having studied this problem at some length, I have reached the conclusion that insufficient time remains in FY 1970 to undertake the kinds of thoroughgoing studies which could lead to reductions based on programmatic decisions. For FY 1971, however, the Agency can and should approach the next phase of this reduction exercise by reassessing priorities, examining procedures, and then reducing or eliminating the least profitable activities. FY 1971 reductions will, therefore, be the subject of subsequent discussions. We will, however, need to get started fairly soon in order that appropriate actions can be taken in an orderly and timely manner.

3. There are several ways we can meet the immediate requirement of reducing Agency employment totals by [ ] in the next eight months. After examining the alternatives I believe that the best procedure is to manage this reduction by controlling the flow of new employees coming in to replace those lost through attrition. To accomplish this we are required to establish revised year-end ceilings, but it will not be necessary at this time to restructure formal tables of organization.

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4. For the Support Directorate the 30 June 1970 on-duty personnel ceiling (excluding the Career Trainee Program) is established at [ ] derived in the following manner:

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a. current on-duty strength - [ ]

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c. minus statistically projected attrition --

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d. plus anticipated EODs between now and 31 January 1970 from those already in the pipeline --

25X1

e. plus an EOD authorization for additional recruitment between 31 January and 30 June 1970 --

25X1

As agreed, the 30 June 1970 ceiling for the Career Trainee Program will be

25X1

5. Obviously it will be necessary to work closely with the Director of Personnel in order to monitor attrition and accession rates and also to take necessary action to adjust the mix between professionals and clericals if an imbalance is indicated. Further, even though we will be moving in a downward trend some degree of momentum must be maintained in our recruiting mechanism so that needed jobs can be filled in an orderly manner.

6. In order to prepare the FY 1971 Congressional Budget this winter it will, of course, be necessary to distribute the FY 1970 reduction so that the lower figures for both dollars and personnel positions are properly reflected. I realize that this will require considerable study over the next few weeks, but this must be done not later than 1 January 1970 in order that we may submit our budget to the Congress early in the new year.

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L. K. White

Executive Director-Comptroller

cc: Director of Personnel

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FILE

OLM9

DD/S 69-4782

20 October 1969

**MEMORANDUM FOR: Executive Director-Comptroller**

**SUBJECT : Personnel Ceiling Reduction**

**REFERENCE : Your Memo for DD's dtd 14 Oct 69, same subj**

1. We have examined in depth the problem of personnel ceiling reductions during FY 1970 required in excess of the expected yield of [ ] OPRED ceiling positions.

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2. After careful and deliberate consideration of the Agency's CTP posture, I believe a ceiling reduction [ ] would be appropriate.

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3. In the light of the Agency's existing military strength and subject to further military reductions, I believe that we can reduce the strength of our Mobilization and Military Personnel Division.

4. The OPRED reduction of [ ] Communications positions should be offset by a headquarters ceiling increase [ ] because of workload transferred, leaving a net reduction [ ] I am submitting to you separately a paper on this subject.

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5. In order to achieve the Agency-wide reductions required for FY 71, inter-Directorate consideration should be given to consolidations such as the following which might result in reasonable reductions in numbers of personnel:

a. Messenger and courier systems throughout the Agency;

[ ]

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c. Technical operations and support facilities, such as laboratories, workshops, production shops and test facilities. This could provide for central technical facilities to be used by a number of components;

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d. Training functions now performed separately in various components of the Agency outside of OTR;

e. Air support;

f. Within Directorates of branches, sections and perhaps divisions performing closely related and relative similar functions thereby reducing the command structure, staff and administrative support elements;

g. Functions now performed at certain [ ] overseas bases which could be consolidated with existing headquarters elements.

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6. All Directorates could consider replacing by contractual arrangements service functions performed by staff personnel. For example, in the Support Directorate the following contractual arrangements might be initiated:

a. Executive Dining Room

b. Assigned chauffeurs

c. Automotive maintenance

d. Shuttle Bus service

e. Pneumatic tube system maintenance

f. Typewriter repair

g. [ ]

h. NIS printing services [ ]

[ ]

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SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

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